

MINUTES
Community Center Advisory Board
Village of Key Biscayne, Florida
Thursday, January 13, 2004

Key Biscayne Community Center
10 Village Green Way

7:00 P.M.

CALL TO ORDER/ROLL CALL OF MEMBERS: The meeting was called to order at 7:30 PM. Present were board members Carlos Battle, Sixto Campano, Bonnie Cooper, Catherine Dowd and Jim Leavitt. Also present were Councilmember Pat Weinman and staff members Todd Hofferberth and Maite Miyares.

Dr. Leavitt made a motion to approve the minutes, Mr. Campano seconded the motion, and the minutes were approved.

Mr. Hofferberth gave an update on the signage, panic hardware and wall coverings. Mr. Hofferberth also handed out a financial report on memberships, point of sale revenue and program generated revenue. The committee discussed the community center budget. The committee discussed the daily membership card scan report. The committee discussed the Zoom contract. Mr. Hofferberth explained that the name tags have been ordered as well as folding chairs and benches.

The committee discussed the changes that will be made to the building. The railings will be added to the upstairs balcony and to the handicap ramp. The committee discussed the landscaping. They would like to discuss this at the next meeting and invite the Village's landscape architect.

The committee discussed the trainer policy. The committee discussed having a monthly fee for trainers and giving the trainers IDs. The trainer can pay a monthly fee to train clients in the wellness center. Dr. Leavitt suggested that staff contact Marco Borges in order to get ideas. Mr. Campano suggested having a focus group of trainers in order to develop a program. The committee discussed the wellness center. The committee discussed having music in the wellness center. The committee discussed purchasing satellite radio for the wellness center. The committee discussed making sure that the TVs of the aerobic machines cannot be heard without headphones. The committee discussed purchasing sanitary wipes for the wellness center.

The committee discussed the audit on residency. Staff reported that the audit has not taken place. The committee insists that staff needs audit all memberships. The committee discussed the fitness contractors. The committee would like to change the payment of the fitness contractors. The committee discussed placing an information board in the front of the center with the daily activities.

The committee discussed pricing and quality of programs. The committee discussed the toddler room and the babysitting program. The committee would like to see the babysitting service established and then programming for toddlers added. Mr. Campano suggested replacing the ping pong tables in the game room with air hockey tables. The committee discussed the Teen Room. The committee discussed adding dimmer switches to the Teen Room/Game Room, Dance Room and Multipurpose Room.

The committee discussed maintenance and the maintenance contract. Todd Hofferberth will meet with Skyline and Coastal Maintenance next week to discuss the cleaning schedule and scaling back the amount of maintenance staff in the building. The committee discussed the dead spots in the gymnasium.

The committee reviewed the proof of “the active islander”. The committee would like to see something along the line of “the resident’s guide to the community center”. The committee made several changes.

The committee discussed the Community Foundation. The Committee would like to apply for grants. The issue would be presented to Council.

Next Meeting: January 27, 2005 at 7:00pm.

The meeting was adjourned at 9:33 PM by Mr. Leavitt.